

Appendix C

EXECUTIVE OFFICE1. DISTRICT COMMANDER.

a. Exercises full authority and responsibility for program and project management, engineering and design, construction, field engineering, real estate, contracting, planning, regulatory, operations, supply management, operating budget process and internal controls, and safety within assigned geographic area.

b. Exercises command over assigned military personnel under provisions of AR 600-20.

c. Directs, supervises and manages the District Office staff and Area, Resident and Project Engineers in accomplishment of assigned missions.

d. Directly supervises the Deputy District Engineer for Programs and Project Management; the Chief Counsel; the Chiefs of Engineering, Construction-Operations, Resource Management, Contracting, Real Estate, Information Management, Logistics, and Emergency Operations; and the Safety, Public Affairs, Internal Review and Equal Opportunity Officers; and the Deputy District Commander.

e. Serves as:

(1) Chair, Project Review Board (PRB).

(2) Chair, Program and Budget Advisory Committee (PBAC).

(3) Chair, Army Performance Improvement Criteria (APIC) Committee.

f. Is the approving authority for Reports of Survey.

2. DEPUTY DISTRICT COMMANDER.

a. Serves as Acting District Commander as required.

b. Assists the District Commander in directing, supervising and leading the District.

c. Exercises overall direction of the staff representatives in the Emergency Operations Center (EOC), when activated.

d. Is the appointing authority for Reports of Survey.

3. DEPUTY DISTRICT ENGINEER FOR PROGRAMS AND PROJECT MANAGEMENT (PPM).

- a. Manages and is the principal assistant and advisor to the District Commander for execution of the Civil Works, Military and Support for Others programs for the District.
- b. Serves as alternate chair (in the absence of the Commander) of the PRB and the PBAC.
- c. Serves in a dual assignment as the Chief of PPM.

4. HUMAN RESOURCE SUPPORT.

- a. Manages the civilian personnel management database for Honolulu, Japan and the Far East. Verifies, inputs, and extracts personnel information for all assigned personnel. Updates pay tables for all pay scales for POD and POH.
- b. Provides assistance to the EEO Office in the update and retrieval of EEO information from the Defense Civilian Personnel Data System (DCPDS) Complaint Action Tracking System (CATS) and EEO Monitoring and Analysis System (EEOMAS).
- c. Serves as the District's Personnel System Management (PSM) Coordinator and acts as the liaison with the Alaska Civilian Personnel Operating Center (CPOC), Civilian Personnel Advisory Center (CPAC) and EEO.
- d. Administers the annual Civilian Personnel Awards Program. Assists the Executive Office in all other award ceremonies. Maintains a library of regulations pertaining to the incentive awards programs. Manages all activities that pertain to the District's involvement with the Honolulu-Pacific Federal Executive Board's Federal Award Week program.
- e. Provides staff guidance and assistance on personnel matters.
- f. Administers USACE-sponsored training program. Conducts training needs survey and monitors the allocation and use of training quotas in support of career development for employees.